



**DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT**

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www.blm.gov

<http://www.blm.gov/cadastral/Manual/nextedition.htm>

IN REPLY REFER TO:
9683 (350)P
Survey Manual Note 5.3

March 9, 2004

To: Next Edition Files
From: Bob Dahl
Subject: Notes on a Process and a Procedure for Developing the Next Edition of the Manual of Surveying Instructions.

Goal:

Outline a process and a procedure for developing the next edition of the Manual.

Observation:

Although this outline is presented sequentially, it should be understood that actions will occur concurrently.

Definitions:

Process – a series of actions, motions, or occurrences; progressive act or transaction; continuous operation; method, mode or operation, whereby a result or effect is produced; the machinery, as distinguished from its product.

Procedure – that which regulates the steps in an action or other administrative proceeding; a form, manner, and order of conducting reviews and inspections.

Process and Procedure

- 1) Identify content of current Manual; what to keep; what to eliminate; what to modify; what to correct; what to add.
- 2) Identify scope of next edition of Manual – for example, Land Status; Administrative Practices; Technical Content; Legal Content.
- 3) Research of materials bearing upon the content of the Next Edition; generally occurring after 1970:
 - a. Federal court cases
 - b. Interior Board of Land Appeal decisions – *opportunity for research assistant*
 - c. Statutes at Large

- d. Code of Federal Regulations – *opportunity for research assistant*
 - e. Departmental and Agency Administrative Manuals and Handbooks - *opportunity for research assistant*
 - f. BLM Washington Office Instruction Memorandums and Information Bulletins
 - g. BLM State Office Written Policies
 - h. Other federal agencies written policies
 - i. State court cases - *opportunity for research assistant*
 - j. Profession Standards of Practice
- 4) First draft of next edition prepared by Dahl, whole book; followed by:
- a. Distribute Specific Chapters To Specific Sounding Boards Organized by Chapters
 - i. Sounding Board Members Nominated by Dahl with Buhler's approval and State Office Cadastral Chief concurrence when applicable; potential membership:
 - 1. Federal Surveyors
 - 2. Private Surveyors
 - 3. Riparian Boundary Specialists
 - 4. Mineral Survey Specialists
 - 5. Solicitors
 - 6. Attorneys
 - ii. Reach agreement with each member of the Sounding Boards of their role and time constraints
 - b. Finalize a Sounding Board comment process
- 5) Sounding Board comments incorporated; followed by:
- a. Send draft of whole book to Cadastral Chiefs for comments
 - b. Work with Chiefs to help them organize and focus their time and input
- 6) Cadastral Chiefs comments incorporated; followed by:
- a. Send draft of whole book to Department of the Interior Washington Office Solicitor (3 Divisions - Public Lands; Minerals; and Indian)
 - b. Work with Solicitor's Office(s) to help them organize and focus their review
- 7) Solicitors comments incorporated; followed by:
- a. Send draft of whole book to Other Federal Land Management Agencies
 - b. Send draft of whole book to Tribal Governments
 - c. Identify agencies and tribes that wish to comment, identify a contact person in each agency and tribe and agree to a comment process
- 8) Other Federal Land Management Agencies and Tribal Governments comments incorporated; followed by sending the draft whole book:
- a. To State Attorneys General and Land Surveyor Registration Boards
 - b. To Land Surveyors Professional Societies
 - c. To Other Stakeholders
 - d. To Public
 - e. Prepare a comment process and procedure

- 9) State Attorneys General and Land Surveyor Registration Boards, Professional Societies, Other Stakeholders and Public comments incorporated; followed by - *opportunity for research assistant*
 - a. Send draft whole book to professional Technical Editor for Readability
 - b. Send draft whole book to professional technical indexer to prepare the index
 - c. Work with illustrator to prepare diagrams, figures and plates
 - d. Work with compact disc expert to prepare CD of Manual
 - e. Work with web site master to prepare and present web based electronic version of Manual
- 10) Procedure - Manual Approval:
 - a. Chief Cadastral Surveyor - Accepted
 - b. Director BLM – Prepared and Published under the Supervision of
 - c. DOI Assistant Secretary for Land and Minerals Management – Approved
- 11) Printing Process and Approvals:
 - a. BLM Printer
 - b. DOI Printer
 - c. Government Printing Office
 - i. Decide printing process
 - d. Final Product: Hardback Book, with CD in back jacket, and electronic version posted on BLM Cadastral web site
 - i. A separate BLM Internal Working Document: the above CD with hot links to cited statutes, case laws, IBLA decisions, IMs/IBs and other Manual cited authorities
- 12) Distribution; decide distribution process and plan:
 - a. Superintendent of Documents
 - b. BLM Printed Materials Distribution Services
 - c. Private Mail Order, Book Stores, and other competitive sources
- 13) Develop Outreach and Education Plan:
 - a. Work with BLM Cadastral Chiefs Education Committee and Training Coordinator
 - b. Coordinate with other federal agencies and tribal governments
 - c. Coordinate with National Council of Examiners for Engineering and Surveying (NCEES)
 - d. Coordinate with professional societies
 - e. Outreach to U.S. Mineral Surveyors
 - f. Outreach with Universities and Colleges with Survey Curriculum
 - g. Work with States on Model Law
- 14) Develop Errata and Reprint Process
- 15) Create Plan to bring Related Documents into Compliance with Manual:
 - a. Make adjustments to Federal Statutes, if necessary
 - b. Make adjustments to Code of Federal Regulations, if necessary
 - c. Make linkage to Federal Managers Financial Integrity Act (FMFIA) of 1982, if necessary
 - d. Make linkage to Office of Management and Budget Circular A-123, Management Accountability and Control, if necessary

- e. Make linkage to the Department of the Interior's Management Control Program, if necessary
- f. Make necessary updates to DOI and Agencies Administrative Manuals and Handbooks
- g. Prepare next edition of the Restoration of Lost or Obliterated Corners and Subdivision of Sections Guide
- h. Update Cadastral Survey Legal Reference System
- i. Update Mineral Survey Procedures Guide
- j. Update BLM Glossary of Terms
- k. Prepare next edition of Specifications for Descriptions of Tracts of Lands for Use in Land Orders and Proclamations